

Citrix Server User Instructions for PDBS Estimate subsystem “Export Measurement and Payment List” function

Exporting the list to your own Hard Drive

These instructions apply to the 2004 English Unit Standard Specifications.

If you are connected to UDOT's Project Development Business System (PDBS) through UDOT's Citrix server, the drives that are displayed are those that are defined to the Citrix server.

To use the "Export Measurement and Payment List" function from the PDBS Estimate subsystem Engineer's Estimate Report window and export the file to your own hard drive, run the Engineer's Estimate report and then select the function from the "File" drop down menu. After selecting the function, the "Save As" window will pop up. Select the "Save as type" as Text (not as Text with headers). Enter the appropriate "File name" and then click on the down arrow in the "Save in" drop down window.

Once the down arrow in the "Save in" window has been clicked on, double click on the "Network Neighborhood" item in the drop down list. Next double click on the "Entire Network" item. Now double click on the "Client" item. After double clicking on the "Client" item, a list of all of your local drives should be displayed preceded by \\Client\ and followed by a dollar (\$) sign (e.g., your "C" drive should be displayed as: \\Client\C\$). At this point you could select one of the local drives and save the txt file directly to the selected local drive, such as your "C" drive; or by double clicking on the local drive, all of the directories on that drive will be displayed and you can continue to select directories until you find a directory you want to save the txt file in.

The "Export Measurement and Payment List" txt file saved to your hard drive is used by the PDBS CSI Measurement and Payment WordPerfect macro (csimp.wcm or csimp2.wcm). These macros also use the master Measurement and Payment WordPerfect document and the txt file to create the project specific CSI Measurement and Payment document.

The WordPerfect master Measurement and Payment document and the WordPerfect macros are from UDOT's web site <http://www.udot.utah.gov/> through the Standards area, under Doing Business or **directly at** <http://www.udot.utah.gov/index.php/m=c/tid=737>. After running the "exe" file the macro can be played from the saved location. The macro will ask where the list txt file and the Measurement and Payment document are located.

For 2004 English Standard Specifications:

Specify the MeasurementPaymentDocument2004.wpd file when asked by the macro for the file name of the CSI Measurement and Payment WordPerfect file.